

March 23, 2016

Ms. Sana Booker
City Clerk-Treasurer
609 West Navajo
West Lafayette, IN 47906

Sent via email: clerk@westlafayette.in.gov

Ms. Booker:

Thank you for recently speaking with our Sales Representative, Tracy Stevanov, and expressing interest in utilizing Municode for recodification and supplementation services. We have reviewed the City's code and are pleased to submit the following information to the City of West Lafayette.

Our team is driven by the desire to serve you and your citizens. We believe that quality customer relations and exceptional service are what set us apart in the legal codification industry since 1951. Our commitment to service inspires us to provide you with the highest quality legal codification services in the industry; set the standard for online and mobile services; ensure that you receive the most accurate and timely supplements possible and to work with you as a long-term partner. Our desire to serve you is why we have chosen this profession.

Why Municode?

Integrity. *"Our word is our bond."* We believe that long-term relationships built on trust are built to stand the test of time. Our goal is to serve you and your citizens for the next 30 years or more.

Attorneys. We have a team of full-time attorneys. All of your legal work is completed by our experienced team of in-house attorneys.

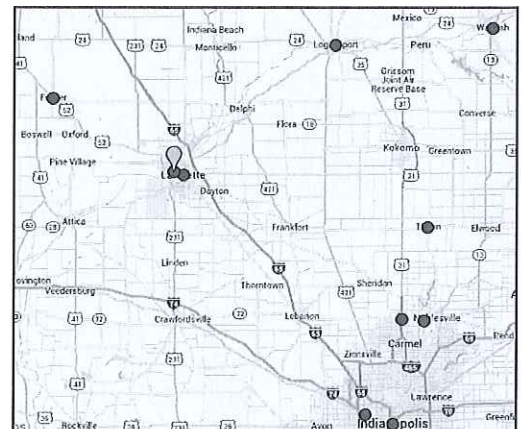
Experience. With over 3,755 customers in all 50 states, we are the nation's most trusted and experienced codifier of local government codes in the nation, currently hosting over 3,180 municipal codes online. Our team of attorneys has an average of over 20 years of codification experience. With over 190 professionals committed to serving you, we have the depth of knowledge and experience that it takes to stay at the forefront of legal and technological developments.

Relationships. For over 65 years, we have earned the trust, loyalty and respect of our customers by focusing on what is most important to us: our customers. We have a team of customer service professionals dedicated to serving you, your team and your citizens. No matter what the challenge, we are here for you.

Quality. We are committed to excellence in every product that we create. Our team of legal editors and legal proofreaders, each averaging over ten years of service, is dedicated to providing you with the most accurate and timely product available in the nation.

Technological Leadership. MunicodeNEXT is the nation's most advanced, accessible and intuitive website. With MunicodeNEXT, your staff and citizens can have access to your code of ordinances, all archived versions of your code, every official copy of your ordinances, the power to compare versions of your code over time, the ability to be notified every time your code is updated and a powerful search engine capable of simultaneously searching your code, ordinances, minutes, resolutions, budgets and more. Our web tools are designed to make your job easier, your code more accessible and your citizens more informed.

Commitment to Indiana. We are proud to serve 46 municipalities in the state of Indiana, including many near West Lafayette. We regularly support the Indiana League of Municipal Clerks & Treasurers.



Why Our Clients Love Us

Applying our Legal Experience. We have a large team of full-time attorneys. This is a crucial factor to consider when assessing the qualifications of a codification company that is being considered for legal publication and supplementation services. We have been in business for over 65 years and have worked for decades serving the biggest and most advanced municipalities in the nation, including our 46 clients located in Indiana. No other codification company has this level of experience and knowledge that can be harnessed for your benefit.

Team Approach. We have 14 legal editorial teams, over 35 legal editors and over 20 legal proofreaders. By partnering with us, you are provided with a depth of legal talent that is unmatched in the industry. You and your citizens deserve the best and deserve to have a team that will be here to serve you no matter what the situation.

Customer Service. Our goal is to fully understand your unique needs. Your Municode Representative, James Bonneville, is able to meet with you in person anytime. James can also provide onsite training or host webinars throughout the term of the contract.

Your Representative. Municode's Mid-West Regional Sales Representative, James Bonneville, is located in Stillwater, Minnesota. He is available to answer questions and meet with you, as needed. James worked in state government, lobbying and governmental sales for over 13 years. James has been a part of Municode since 2009. He visits Indiana often and regularly attends the Municipal League Conference, Clerks Conference and IIMC Conference. James is supported by our entire team in Tallahassee.

Municode's Mid-West Inside Sales Representative, Tracy Stevanov, meets with our mid-west clients virtually and on the telephone with webinars and teleconferences. She works hand in hand with James to ensure that our clients are well taken care of in the mid-west. She is available to answer questions or schedule a meeting with you as needed.

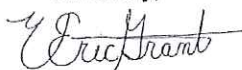
Real People. If you have a question, our response time is normally less than a few minutes via e-mail (constantly monitored) or within the half-hour for phone correspondence. When you call us, you will find that our phones are answered by our employees...not an automated answering service.

Personal Touch. We are a family-owned, medium size business which means you always receive a level of personal service that is unparalleled in the industry. We earn our reputation by providing exceptional customer service, offering helpful suggestions and developing solutions for your unique situation.

Responsible Citizen. We are proud to support numerous Clerk, Attorney, Municipal and County Associations. Additionally, we partner with the International Institute of Municipal Clerks and International Municipal Lawyers Association to provide services to their members. Our Vice President of Sales, Dale Barstow, is the former President of the Municipal Clerks Education Foundation. We are also extremely active within our community, supporting the United Way, Boys Town, the Tallahassee Veteran's Village and Ability First through quarterly employee volunteer days.

If you have any questions or desire additional information, please call and speak with Sales Representative James Bonneville or our Assistant Vice President of Sales, Steffanie Rasmussen. We are also happy to schedule a conference call or webinar with all interested parties, or meet with you personally. We are here to serve you!

Sincerely,



W. Eric Grant
President

WEG/gm

cc: Steffanie Rasmussen, Assistant Vice President of Sales
steff@municode.com / 800-262-2633 ext. 1148
James Bonneville, Mid-West Regional Sales Representative
JBonneville@municode.com / (651) 262-6262
Tracy Stevanov, Mid-West Inside Sales Representative
tracy@municode.com / (800) 262-2633 ext. 1383

Executive Summary

We would like to propose the following option for your consideration. For further details on the project, please see page 7.

Recodification, Supplementation and MunicodeNEXT:

*Logic: Give your municipality a fresh start. Engage our full-time attorneys to examine the legal sufficiency of your code from top to bottom. Clean up the pagination, reprint all pages and replace binders and tabs, if needed. Quickly and efficiently transition your code to the most advanced suite of web/mobile services available in the nation: **MunicodeNEXT**.*

⌚ Recodification	\$8,950¹
⌚ Supplementation.....	\$18 per page
⌚ Online hosting and support.....	\$500²
⌚ Timeline	8-12 months

Pricing = Apples to Apples:

Here are some important considerations to keep in mind:

- ⌚ A full-time, Municode attorney will legally review the code, not just a code editor;
- ⌚ The recodification base cost of **\$8,950** is based on a **450 page, single column 10 point code**;
- ⌚ Supplement charges - **single column per page rate of \$18**;
- ⌚ The **online code is only \$500** for our basic service.
- ⌚ If you want to further enhance the transparency of your online code, you can upgrade to the MyMunicode bundle for **only \$1,295!**
- ⌚ Municode **does not** charge an extra fee for posting supplements online or printing your supplement pages, nor do we charge a supplement handling fee. All of these services are already included in your supplement per page rate.

¹ Please see page 4 for additional pricing details.

² Please see page 6 for additional features and pricing available on our MunicodeNEXT platform.

Recodification Quotation Sheet

Recodification base cost, includes

\$8,950

- ☐ 450 single column pages
- ☐ Receipt, review and organization of materials
- ☐ Legal analysis & research by a full-time, Municode attorney
 - ☐ Preparation of legal memorandum by a Municode attorney
- ☐ Conference with attorney (make selections below)
- ☐ Implementation of approved legal findings
 - ☐ Updating state law references
 - ☐ Editorial preparation and proofreading
 - ☐ Page formatting (make selections below)
 - ☐ Indexing
 - ☐ Creation of tables³
 - ☐ Graphics⁴ & tabular⁵ matter
- ☐ Final proofreading and corrections
- ☐ Quality control review and printing
 - ☐ One copy, to include 3-post stamped binder and tabs
- ☐ Adopting ordinance prepared by a Municode attorney

Conference Selection:

- | | |
|---|--|
| <input type="checkbox"/> On-site conference, each | Attorney time, travel, lodging and per diem |
| <input type="checkbox"/> Teleconference or web-based conference, 3 hour session | No charge⁶ |

Format Elections (*Please check or circle desired elections below*)

Font: Times New Roman - Will be used as the font unless otherwise indicated.

Other choices include: Helvetica, Avant-Garde Demi, Courier, Palatino, Helvetica Narrow, Century Gothic, Gill Sans and Arial MT

- | | | | |
|-------------------------------|--|------------------------------------|---|
| Font Size: | <input type="checkbox"/> 10 point | <input type="checkbox"/> 11 point | <input type="checkbox"/> 12 Point |
| Page Format | <input type="checkbox"/> Single column | | |
| Binder Color: | <input type="checkbox"/> Semi-Bright Black | <input type="checkbox"/> Dark Blue | <input type="checkbox"/> Hunter Green <input type="checkbox"/> Burgundy |
| Binder Stamping Color: | <input type="checkbox"/> Gold | <input type="checkbox"/> Silver | <input type="checkbox"/> White |

Items not included in base cost

- | | |
|---|---------------------------------|
| <input type="checkbox"/> Pages <u>over</u> 450, 10 point single column pages per page | \$18 |
| <input type="checkbox"/> Freight | Actual |
| <input type="checkbox"/> State sales tax | If applicable |
| <input type="checkbox"/> Post your code on MunicodeNEXT | See selections on page 6 |

Payments for recodification project - Base cost split into four payments – Your project can be budgeted over two fiscal years

- | | |
|---|----------------|
| <input type="checkbox"/> Execution of Agreement | \$3,130 |
| <input type="checkbox"/> Submission of the Legal Memorandum | \$2,240 |
| <input type="checkbox"/> Submission of Draft Code | \$2,240 |
| <input type="checkbox"/> Delivery | Balance |

³ The following tables will be created and are included in the base cost: supplement history table, code comparative table, state law reference table and ordinance history table. An additional hourly charge applies for creation, modification, addition or updating of any table other than those enumerated in this footnote.

⁴ Includes printing all copies. Additional fees will apply if graphics are printed in color.

⁵ Tabular matter is defined as algebraic formula, or other materials that require special programs or extra editorial time to modify and prepare for inclusion in an update.

⁶ For the initial 3-hour session. \$150 per hour thereafter.

Supplement Service Base Page Rate⁷ Quotation Sheet

Supplement Service Base Page Rate

Page Format	Base Page Rate
Single Column	\$18 per page

Base page rate above includes:

- ☐ Acknowledgement of material
- ☐ Data conversion, as necessary
- ☐ Editorial work
- ☐ Proofreading
- ☐ Updating the index
- ☐ Schedule as selected by you⁸
- ☐ Updating electronic versions⁹ and online code
- ☐ Printing one copy

Base page rate above excludes:

- ☐ Freight Actual freight
- ☐ State sales tax If applicable
- ☐ Graphics¹⁰ & tabular¹¹ matter, per graphic or table \$10
- ☐ MyMunicode or online code Selections on page 6

Electronic media options for Code of Ordinances (sent via download)¹²

- | | |
|---|---------------------------------------|
| <input type="checkbox"/> Folio Bound Views | \$295 initially then \$100 per update |
| <input type="checkbox"/> WORD (DOCX) | \$150 initially then \$75 per update |
| <input type="checkbox"/> Adobe PDF of the code | \$150 initially then \$75 per update |
| <input type="checkbox"/> Adobe PDF of each supplement | \$150 initially then \$75 per update |

Payment for Supplements and Additional Services:

- ☐ Invoices will be submitted upon shipment of project(s).

⁷ All prices quoted in this section may be increased annually in accordance with the Producer Price Index – Bureau of Labor Statistics.

⁸ Schedule for supplements can be weekly, bi-weekly, monthly, bi-monthly, quarterly, tri-annual, semi-annual, annual or upon authorization. Electronic updates can occur more frequently than printed supplements.

⁹ We do not charge a per page rate for updating the internet; however a handling fee is charged for PDF, Word, Folio or additional electronic media items ordered.

¹⁰ Includes printing of all copies. Additional fees will apply if graphics are printed in color.

¹¹ Tabular matter is defined as tables, algebraic formula, or other materials that require special programs or extra editorial time to modify and prepare for inclusion in an update.

¹² "delivery" is defined as making updated electronic data available to you via download or FTP. Fee applies whenever content is delivered as HTML, PDF, Folio or Word, via one of the aforementioned mediums.

Online Services Quotation Sheet

Elections below will be implemented upon adoption of your new code.

Please check the appropriate box (es) to indicate your selection:

Value Pricing:

- ☐ **MyMunicode¹³** includes the following: **\$1,295 annually¹⁴**
- ☐ **Online Code = MunicodeNEXT**
 - ☐ **OrdBank**
 - ☐ **CodeBank**
 - ☐ **CodeBank Compare + eNotify¹⁵**
 - ☐ **MuniPRO**
 - ☐ **Custom Banner**

A la carte pricing:

In lieu of purchasing the above package, online services can be purchased a la carte at the following rates:

- | | |
|---|---------------|
| <input type="checkbox"/> Online Code = MunicodeNEXT (annually) | \$500 |
| Collapsible TOC (Frameless Version); Mobile Friendly Site; In-line Images and PDF's; Social Media sharing, Scrolling Tables and Charts; Narrow, Pinpoint & Advanced Searching; Save as WORD (DOCX), Hide the Table Of Contents, Print and Email; Internal Linking within the Code; Static Linking/Bookmarking; Server Stability and Disaster Recovery Plan; Phone and Web support for Citizens and Staff; & Server Backup Location in Atlanta, GA | |
| <input type="checkbox"/> CodeBank (annually) | \$150 |
| <input type="checkbox"/> CodeBank Compare + eNotify¹⁶ (annually) | \$250 |
| <input type="checkbox"/> MuniPRO Service (annually) | \$295 |
| <input type="checkbox"/> Custom Banner (onetime fee) | \$250 |
| <input type="checkbox"/> MuniDocs (up to 25 documents per year updated quarterly) | \$300 |
| o Additional documents over 25, each | \$7.50 |

ORDINANCES PENDING CODIFICATION

Option 1) OrdBank

- | | |
|--|--------------|
| <input type="checkbox"/> Per ordinance fee | \$35 |
| <input type="checkbox"/> Flat annual fee (recommended if MyMunicode is not selected) | \$450 |

Option 2) OrdBank + OrdLink

- | | |
|--|--------------|
| <input type="checkbox"/> Per ordinance fee | \$60 |
| <input type="checkbox"/> Flat annual fee (recommended if MyMunicode is not selected) | \$550 |

Municode does not charge a per page rate to update the internet – this is all included in the supplement per page rate.

¹³ Municode does not charge a per page rate for updating the online code (Internet). Your per page supplement rate of \$18 for the codification of new legislation is not affected or reduced by selecting our budget friendly and feature enriched MyMunicode bundle package.

¹⁴ Total value if each item were to be purchased a la carte would be approximately \$1,645 per year with participation in our OrdBank service.

¹⁵ Enrollment in CodeBank is required in order to receive the CodeBank Compare/eNotify technology.

¹⁶ Enrollment in CodeBank is required in order to receive the CodeBank Compare/eNotify technology.

Scope of Services - Recodification

We will handle the publishing for your Code of Ordinances. This includes legal work, editing, page composition, proofreading, indexing, and delivering the information in print or via electronic copy. Hereinafter, unless specifically cited, a reference to "codes" or "the codes" includes the Municipal Code of West Lafayette, Indiana. We understand the scope of this project to include a complete recodification of the code, ongoing supplemental services and online hosting of the code. A summary of the recodification process is provided below.

Recodification Project Leader: H.E. Rick Grant, Executive Vice President and C.O.O.

Excellence

"The code update went far beyond my expectations. Everyone at Municode was nice to work with and always responded in a timely manner. Your customer service was outstanding. Thanks again for a very positive experience."
- Barron, WI

Material

The following sections describe the nature of material included or excluded in the project, creation of a disposition list, and the methodology of adding material to the online version of the code.

Ordinances. All legislation of a general and permanent nature, passed in final form by you as of the cutoff date established by the Municode attorney (usually following delivery of the legal memorandum), will be included in the new code. We will rely upon the material (in print or electronic form) as furnished by you during the recodification process. All material that we receive will be acknowledged via e-mail, in order to establish a record of included ordinances. Legislation not of a general and permanent nature will be omitted from the code unless otherwise instructed by you.

Attorney Analysis and Review of Material. We will assign a team, consisting of a lead attorney, legal editor, proofreader and indexer, to the project. All recommendations by our legal team are intended for use by your attorney and should not be considered legal advice. Our legal team is responsible for the following: We will research all legislation submitted by you against the State Constitution, State Law and the Charter; additionally, the ordinances are compared to other ordinances, in order to determine if there are any inconsistencies or conflicts within the legislation itself. Zoning and Land Use provisions will be reviewed only if included in the code. Ordinances enacted, or added, subsequent to the date of this agreement, or items not contemplated within the scope of service, may be added at an agreed upon page rate. We will suggest a structure and organization for the code and

provide a table of contents indicating the recommended structure.

Page Format Options. We will review page composition format options, such as font type, font size, page layout, and graphics appearance and placement with you. We will help you choose a format that produces a professional document that is easily researched.

References. We will provide State Law references within the code. Editor's notes will be provided as appropriate. Internal references within the code will be hyperlinked in the online version.

Legal Memorandum. We will provide you and your staff with a user-friendly legal memorandum containing all of our analysis and recommendations. This memorandum will reflect our attorney's legal review and will provide you with recommended options intended to remove conflicts and inconsistencies; conform to state law, when appropriate; and ensure compliance with your charter. This approach facilitates collaboration and dissemination among departments, thus making the process as easy for you as possible. Our goal is to make the recodification process simple and smooth for you. From start to finish, we will work with you to complete the project as quickly and efficiently as possible.

Conference. Within 30 days of your receipt of the Legal Memorandum, we will conduct a conference, either in person, via telephone or webinar, to review the legal memorandum and recommendations. All interested personnel may be included; but your attorney and clerk are essential. Issues discovered during the legal research will be discussed at the conference, with the goal of the conference being to come to agreement on any required changes. Your attorney has the final decision making authority for resolution of issues brought up at the conference or noted in the legal memorandum.

Implementation of Conference Decisions

Editing and Proofreading. Our team will edit the text of your code to reflect proper grammar and stylistic consistency. We will not reword any provision that changes the substantive intent of the code, unless you approve the revision. However, non-substantive revisions to improve readability are a part of the process. We will proofread your code. The text will be reviewed for sense and structure and to ensure the implementation of the decisions by your attorney and our attorney.

Graphics, Index and Tables. Our team will create a hierarchical, subject matter index and all tables (contents, state law reference, prior code comparison, and ordinance disposition) for your code as necessitated by the materials provided. The creation of additional tables can be performed for an additional hourly fee. We will insert the graphics you have provided into the printed and electronic versions of the code. Manipulation, enhancement or reformatting of any graphic supplied by you can be performed for an additional hourly fee.

Post Conference Memorandum and Draft Code. After editing and proofreading, a post-conference memorandum and a draft code incorporating solutions captured in the legal memorandum and agreed upon at the legal conference will be delivered to you. The draft code will be in final print form and will be provided to you for final review prior to printing and shipment. We guarantee typographical correctness. Any errors attributable to our team will be corrected at no charge during the term of this agreement. Our liability for all services shall extend only to correcting the errors in the code and subsequent updates, not to any acts or occurrences as a result of such errors, and only as long as the contract is in effect.

Adopting Ordinance. Our attorney will provide an adopting ordinance upon completion of the project.

Delivery of Code

Electronic Format and Delivery Options. Your new code can be delivered in HTML, PDF, DOCX, Folio or integrated with the dtSearch Engine on our MunicodeNEXT platform. Electronic delivery mediums include online posting and download.

Printing and Binding. We will print your code on acid-free paper in your chosen format. Color printing is available at an additional charge. Standard binding for the code is three-post, expandable, dark blue, hunter green, semi-bright black, burgundy, leatherette binders with gold, silver or white stamping. Alternate binders, such as D-ring or polyvinyl, are also available. A seal or logo can be added to the front cover and spine in addition to the text, for an additional charge, if desired. Divider tabs for each major section of the code and index are also provided.

Client Responsibility

Amendatory Legislation. Please forward all adopted legislation (including amendments, the Charter, Special Acts and other pertinent rules and regulations having the effect of law) to be codified on a continual basis. Submission should be timely and can be sent in electronic or printed form. Electronic submission is highly preferred.

Review Legal Memorandum. Please review the legal memorandum to ensure that it comports with your intentions and modify and/or approve the proposed table of contents and organization of the code, page format, font type and size, approve number of copies to be printed, binder colors and choice of electronic format and medium.

Participation of Attorney. Please ensure your attorney and other interested personnel attend and participate in the project, including on-site or teleconference and review of the code draft.

Submission of Data. Please provide data, graphics and tables of the highest reproducible quality, preferably in their original, electronic format. Provide a black and white line art seal or logo for the binders, if desired.

Draft Code. Please review and return the draft within thirty (30) days of receipt. To assist you in this endeavor, a post-conference memorandum will accompany the draft code to point out to you where changes and additions have been made. Any changes to the text should be marked directly on the draft and returned to us. Changes not discussed at the conference may result in a proof update fee.

Supplemental Updating

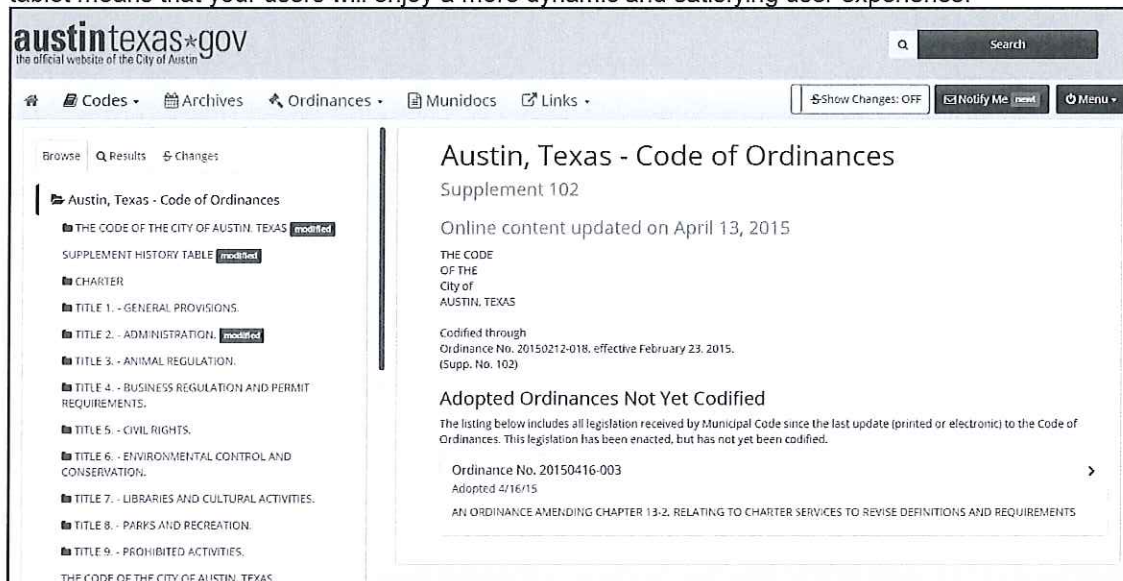
We will handle 100% of the publishing for your code. This includes editing, page composition, proofreading, indexing, and delivering the information as printed or via electronic copy. Supplementation will start upon completion of the recodification project on the schedule selected by the client.

Editorial Approach. We use a team approach to editing. This provides for consistency in editing, understanding and quality of work for you.

Ongoing Supplementation. Our goal is to meet and exceed the needs and expectations of our clients. Working with you and your staff, we will create whatever supplementation schedule will best serve you and your citizens.

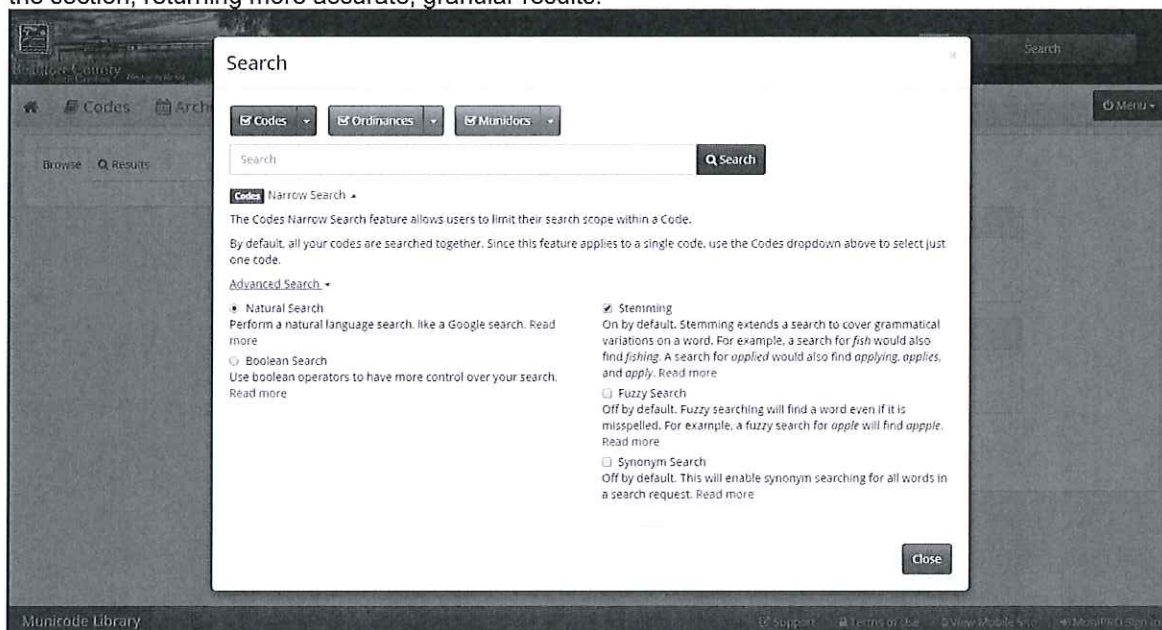
MunicodeNEXT – Online Resource of Standard Features

- 🔊 **Modern Design** – MunicodeNEXT was designed by our team with an emphasis on mobile devices. This means that tablet users will be directed to the full version of your site. This advance was made possible thanks to the responsive user interface that we have created. Being able to access the full version of MunicodeNEXT from a tablet means that your users will enjoy a more dynamic and satisfying user experience.



- 🔊 **Tablet friendly** – Tablet users are directed to the full desktop version of the site. The advanced user interface uses large buttons and icons, making it extremely touch friendly.

- 🔊 **Searching** – Search results begin in a popover, then move to a persistent left-hand tab as you cycle through the results. You can toggle between search and browse modes by selecting the appropriate tab. This enables you to quickly move through search results without clicking "back" to a search results page. The code is also indexed by the section, returning more accurate, granular results.



- 🔊 **Advanced Searching** – You and your power users can conduct searches using Normal Language, Boolean Logic, Stemming, Fuzzy Search and Synonym search.

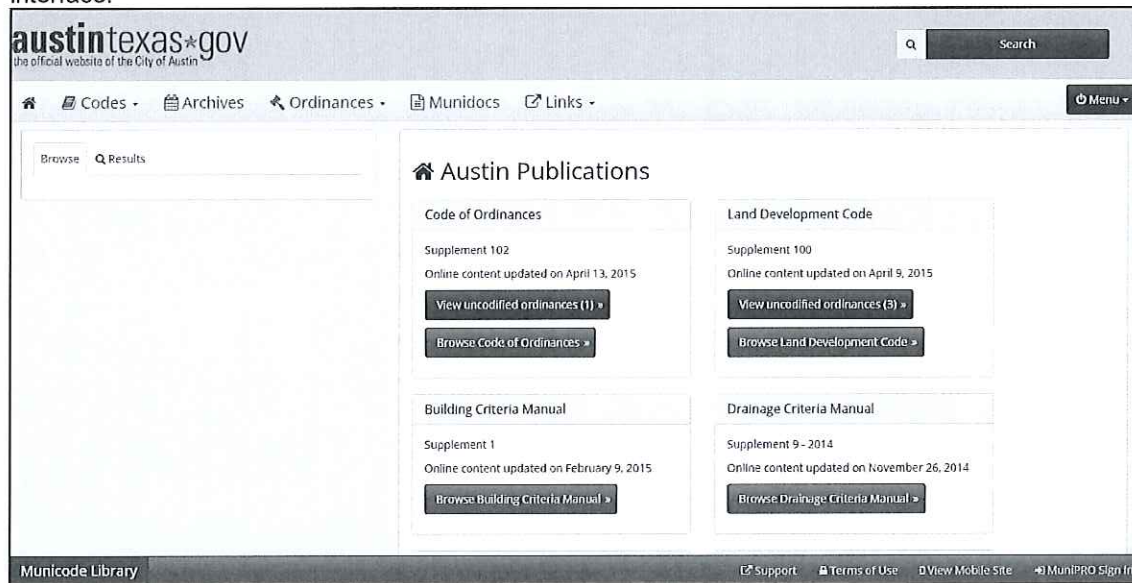
- 🔊 **Searchable ordinances** – Thanks to our OrdBank service, ordinances posted pre and post-codification are full-text searchable with hit highlighting.

Searching all content types – If you use our OrdBank or MuniDocs service, you can search any combination of the code, ordinances, and MuniDocs simultaneously. Search results are color coded and labeled for easy identification.

Narrow Searching – Your users have the ability to search selected chapters or titles in order to pinpoint their searches and find what they are looking for as quickly as possible!

Print/Save/Email – Users can print, save (as Word) or email files at the section level, as well as, at the article or chapter level. You will also be able to print, save or email non-sequential sections from multiple portions of your code(s).

Multiple publications – If you have multiple publications (code, zoning, etc.), they will all be searchable from one interface.



Social Media Sharing – You and your users are able to share code sections via Facebook and Twitter. This will make it easier for you and your team to utilize social media in order to engage your citizenry and enhance your level of transparency.

Internal Cross-Reference Linking – Cross-references within your code are linked to their respective destination Article, Chapter, or Section.

Mouseover (cluetips) – Navigate to your code and any linked cross-reference will quickly display the pop-up preview window.

Static Linking – Copy links of any section, chapter or title to share via email or social media.

Scrolling Tables and Charts – Headers stay fixed while you scroll through the table/chart.

GIS – We can provide a permalink to any code section and assist staff to create a link from your GIS system to relevant code sections.

In-line Images & PDFs – We take great care to ensure that your images match online and in print, and are captured at the highest quality possible. Our online graphics can be enlarged with a frameless view to maximize the image. Municode can also incorporate PDFs of certain portions of the code that have very specific viewing and layout requirements.

Collapsible TOC – The table of contents collapses and is re-sizeable, providing additional real estate with which you may view your code. Easily view your maps, graphs and charts by simply enlarging the item.

Support – Phone, email and web support for citizens and staff: 24 hour email response; phone support from 8:00 a.m. to 8:00 p.m. (eastern)

MunicodeNEXT

Take your online code to the NEXT level with these exclusive, premium features!

OrdBank. With our OrdBank solution, newly adopted legislation will be posted online in between supplements. Upon the completion of your supplement, the ordinances will be linked in your history notes and stored in your OrdBank Repository under the "OrdBank" tab.

(Hyperlinked Ordinance in Text)

The screenshot shows the MunicodeNEXT web application. The left sidebar contains a 'SUPPLEMENT HISTORY TABLE' with links to various chapters, including 'Chapter 14 - ANIMALS' which is marked as 'modified'. The main content area displays 'Sec. 14-28. - Restraint of animals by owners.' with three sub-sections: (a) Running at large, (b) Control of animals generally, and (c) Female dogs and cats in heat. A red arrow points to the text '(Ord. No. 2010/7, 4-26-2010)' within section (c), indicating a hyperlink to the original ordinance.

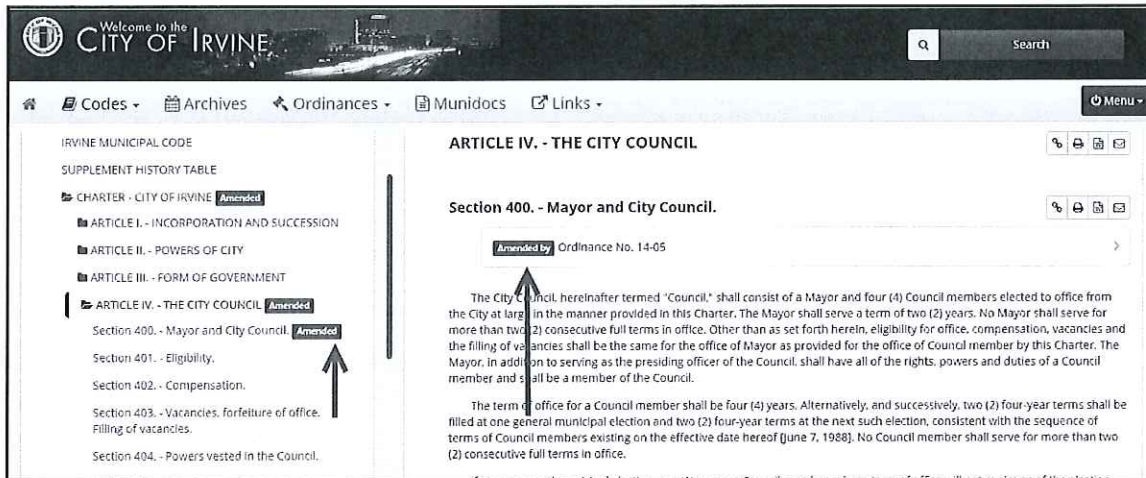
(One-Click Access to the Original Ordinance)

This screenshot shows a modal window titled 'Ordinance No. 2010-07' overlaid on the main application. The modal has tabs for 'Pdf', 'Details', and 'Download'. The 'Pdf' tab is active, displaying a PDF document titled '2010/7 Animal and Shelter and Control (rewrite of ordinance), Chapter 14, Article II'. The PDF content is visible, showing the ordinance text. A 'Close' button is located at the bottom right of the modal.

(OrdBank Repository)

The screenshot shows the 'OrdBank' tab selected in the MunicodeNEXT application. The left sidebar shows a 'Browse' section with 'Municipal Code' expanded, listing 'Adopted Ordinances Not Yet Codified', 'Supplement 124 Update 6', and 'Supplement 124 Update 5'. The main content area is titled 'Ordinances for Boulder, CO Municipal Code' and shows '24 ordinances'. It includes instructions: 'Please use the table of contents pane to navigate to the ordinance you're looking for. Alternatively, use the application-wide search box to search.'

OrdLink + OrdBank. Prior to incorporating the ordinances into your code via supplementation, the OrdLink system can hyperlink newly adopted ordinances to the section being amended. Linked sections are highlighted in the table of contents and links are created from the amended sections to the new ordinances. Once the linked ordinances are incorporated into your code, they are added to your OrdBank repository and hyperlinked to your history notes. This service helps put everyone on notice that new ordinances have been adopted.

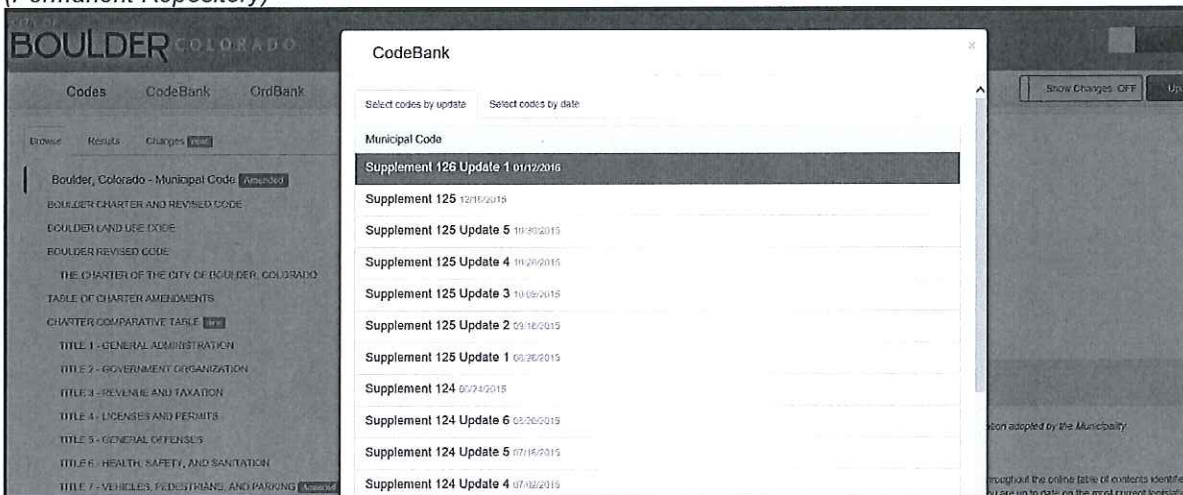


CodeBank. Our CodeBank service serves as an online archival platform for previous supplements of your code. Empower your staff and citizens to access every previous version of your code with one click.

(CodeBank Tab)



(Permanent Repository)



CodeBank Compare. Our CodeBank Compare service is a powerful feature that provides users the ability to select a past version of your online code and compare it to any other version of your online code. The differences will be shown via highlights (added material) or strikethrough (deleted material).

(Changes in Text)

The screenshot shows the Seattle.gov CodeBank interface. The left sidebar displays a table of contents for the Seattle, Washington Municipal Code, with various sections marked as 'modified'. The main content area shows the text of Section 2.04.290, 'Identification of contributions and communications'. The text includes provisions for political advertising, with specific changes highlighted in green and red. For example, the text 'shall not be paid for by' is highlighted in green, and 'shall not be paid for by' is highlighted in red.

Users will be notified of the changes in the table of contents and within the text of the code via “modified,” “new,” or “removed” badges. Users can also select an option to view all of the changes in a single view, complete with strikethrough and highlights showing the specific textual changes that were made. The CodeBank Compare service will show all amendments to your code that were implemented during the most recent update.

(Changes Tab in Your Table of Contents)

The screenshot shows the Boulder, Colorado CodeBank interface. The left sidebar displays a table of contents for the Boulder, Colorado Municipal Code, with various sections marked as 'modified'. The main content area shows the 'Boulder, Colorado - Municipal Code Supplement 123 Update 2'. The text includes provisions for political advertising, with specific changes highlighted in green and red. For example, the text 'shall not be paid for by' is highlighted in green, and 'shall not be paid for by' is highlighted in red.

eNotify. Our eNotify service allows users to enroll online and receive email notifications each time your online code is updated. This will empower your staff and citizens to receive instant notifications every time your online code is updated.

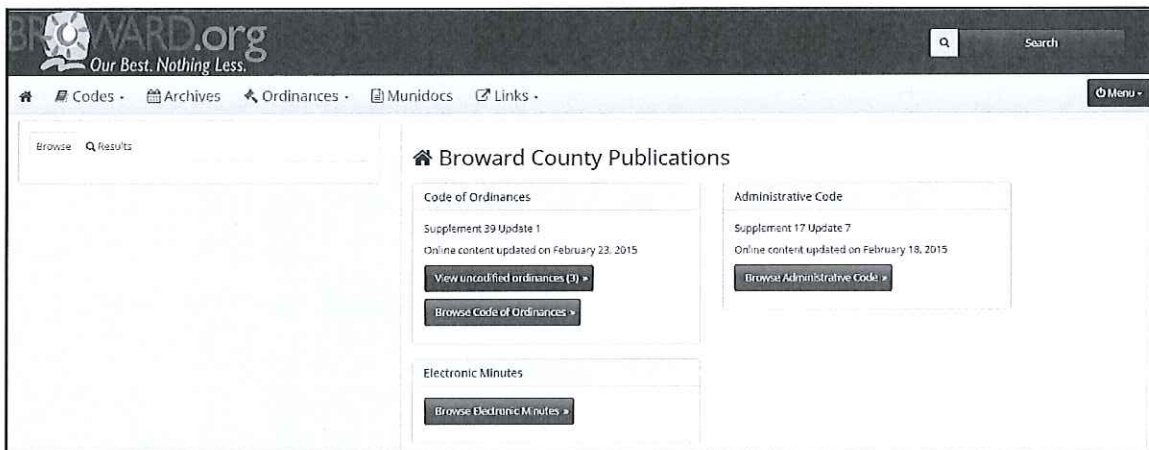
(eNotify Button for Easy Registration)

The screenshot shows the Boulder, Colorado CodeBank interface. The top right corner features a search bar and a navigation menu. The 'Update Me' button is highlighted with a red arrow, indicating the eNotify service for easy registration.

(eNotify Sign-Up)

The screenshot shows a web browser window with the Minneapolis website. A modal window titled "Update Me" is open. It contains the following text: "Filling out this form will allow you to receive an email notification every time select publications are updated." Below this is a note: "Note: If you no longer wish to receive these notifications once signed up, you can unsubscribe via a link in the notification email." The form has three sections: "Email" with a text input field labeled "Enter email"; "Profession" with a dropdown menu labeled "Select One"; and "Codes" with a checked checkbox labeled "Code of Ordinances". At the bottom, there is a disclaimer: "By submitting this form you agree to allow Minneapolis to use your information for informational and statistical purposes only. Your information will not be shared with any third parties by either Minneapolis or Municipal Code Corporation."

Custom Banner. We can customize the look and feel of your code to more closely match your website.



MuniDocs. Enables municipal users to send material of your choosing directly to us to upload documents to your online code. Let us do all the work and upload your minutes, resolutions, budgets, and or any other non-code material online. Your collection of documents, will be posted alongside your code and will be fully searchable and filterable for ease of use. No need for you and your staff to learn and manage a new system.

(MuniDocs Tab and Repository)



MuniPRO. MuniPRO Searching allows you to search the over 3,140 codes we host (the entire country, a single state, or individually selected codes of your choosing). MuniPRO Searches are ideal for researching local regulations of special interest, or to find out how other communities are dealing with similar issues. If the IP based model is selected, only Multiple Code Searching is available. MuniPRO provides subscribers with the following tools:

- ④ **Multiple Code Search.** Search all codes within one state, multiple codes within one state, or search over 3,140 codes in the entire U.S. hosted by Municode! Search results are sorted by relevancy and indicate the source publication, showing excerpts and keyword highlighting.
- ④ **MuniPRO Favorites.** Create a "favorites" list of frequently visited codes or sections. This will save time by making navigation a one-click process from your dashboard.
- ④ **MuniPRO Notes.** Create a note and attach it to any document in any publication. Note icons will show in both the table of contents and search results page, alerting the user to a previously written note. Notes can be shown or hidden when browsing and searching a publication, and a global listing of notes can be accessed with a single click from your dashboard.
- ④ **MuniPRO Drafts.** Begin a new ordinance draft to keep track of pending legislation. Drafts icons will appear in the table of contents and search results, and can also be accessed from a single click.

YOUR ADVANTAGES WITH

municodeNEXT

 municodeNEXT

 MY municode

Basic Search	●	●
Print/Save/Email	●	●
All-in-One Search	●	●
Advanced Search	●	●
Modern Design	●	●
Fully Searchable PDF documents	●	●
Twitter & Facebook Sharing	●	●
Enhanced for Tablet Use	●	●
PREMIUM FEATURES		
*OrdBank	○	○
*OrdLink	○	●
*CodeBank	○	●
*CodeBank Compare	○	●
*eNotify	○	○
*MuniPro	○	●
*Custom Site Theming	○	○

*Municode's optional, premium offerings are enhanced with MunicodeNEXT. Call or email for details.



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info@municode.com • 800.262.2633
fax 850.564.7492 • www.municode.com

This proposal shall be valid for a period of ninety (90) days from the date appearing below unless signed and authorized by Municode and the Client.

Term of Agreement. This Agreement shall begin upon execution of this Agreement and end three years after the publication date of the new code. Thereafter, the supplement service shall be automatically renewed from year to year provided that each party may cancel or change this agreement with sixty (60) days written notice.

Submitted by:

MUNICIPAL CODE CORPORATION

Municode Officer: _____

A handwritten signature in black ink, appearing to read "E. E. H. H. H.", written over the line for the Municode Officer.

Title: President

Date: July 28, 2016

Accepted by:

CITY OF WEST LAFAYETTE, INDIANA

By: _____

A handwritten signature in black ink, appearing to read "Sanna M. Barker", written over the line for the City Clerk.

Title: _____

A handwritten signature in black ink, appearing to read "City Clerk", written over the line for the City Clerk.

Date: _____

A handwritten signature in black ink, appearing to read "July 29, 2016", written over the line for the City Clerk.

Resumes and Project Contacts

Lawton Langford, Esq., Chairman & CEO. Lawton attended Vanderbilt University with a double major in Economics and Business Administration. His post-graduate degrees are a Juris Doctor from the FSU College of Law and a Masters of Business Administration from the FSU College of Business. Lawton is a member of the Florida Bar.

Eric Grant, Esq., President. B.S., U.S. Naval Academy; M.A., Georgetown University; J.D., University of Virginia School of Law. Member of the Florida Bar. Eric served as a Tank Platoon Commander in the United States Marine Corps. As a Marine, Eric served both stateside and abroad. Eric and his unit were deployed during Operation Enduring Freedom shortly after September 11, 2001. While serving as a United States Marine, Eric served in Virginia, Kentucky, California and abroad as a member of the 15th Marine Expeditionary Unit.

Legal:

H. E. "Rick" Grant, Esq., Executive Vice President and COO. B.S., U. S. Naval Academy; J.D., Florida State University. Rick is a former naval aviator and Navy attorney (JAG Corps) who retired as the Navy's senior attorney, the Judge Advocate General of the Navy. He has been with Municode for 18 years as the C.O.O. and has headed the Code Department for the last 4 years. He has overall supervision of the legal work of all code projects. He assigns the Municode attorney, and ensures that the final product is up to Municode's demanding standards.

Alyce A. Whitson, B.A., University of South Florida; J.D., University of Florida. Alyce is a long time member of the Florida Bar with more than 43 years of experience in state and local government law having served as a legal analyst for the Legislature of the State of Florida and attorney for the City of West Palm Beach, Florida and the Florida League of Cities before joining Municode. She has completed countless local government codes and other legal projects throughout the United States.

William J. Carroll Jr., Esq., B.S., Penn State University; J.D., Florida State University; more than 41 years of experience in local government law; Member of Florida Bar. Bill has completed hundreds of codes and legal projects throughout the United States including codes in Arkansas, Colorado, Florida, Indiana, Illinois, Kansas, Kentucky, Louisiana, Maine, Michigan, Missouri, Montana, Nevada, New Jersey, New Mexico, Pennsylvania, South Dakota, Tennessee, Texas, Virginia and Wyoming.

Roger D. Merriam, Esq., B.A., Mercer University; J.D., Emory University; more than 39 years of experience in local government law; Member of Florida Bar. Roger has reviewed Codes in all 50 states and completed Codes in multiple states including Alabama, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, Florida, Georgia, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Massachusetts, Maine, Maryland, Michigan, Minnesota, Mississippi, Missouri, Nebraska, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Rhode Island, South Dakota, South Carolina, Tennessee, Texas, Virginia, West Virginia and Wisconsin.

Daniel F. Walker, Esq., B.S., Florida Southern College; J.D., Georgia State University College of Law. 8 years of private practice; 15 years of experience in local government law. Active member of Florida and South Carolina Bars, also admitted to practice before the Supreme Court of the United States and the U.S. Court of Appeals for the Armed Forces. Dan has completed code projects in South Carolina, North Carolina, Virginia, Texas, Louisiana, Mississippi, Alabama, Georgia, West Virginia, Illinois, and New Mexico.

Jim Jenkins, Esq., B.A., Eckerd College; J.D., University of Maryland School of Law; Former Appellate Attorney and Trial Prosecutor for the Kings County District Attorney's Office, Brooklyn, New York; 19 years of experience in complex legal research and litigation; 8 years of experience in local government law. Jim has completed Codes in Alabama, California, Georgia, Louisiana, Maryland, New Hampshire, South Carolina, Texas, Utah, Washington and Wisconsin.

Sandra S. Fox, Esq., B.A. (Summa Cum Laude) Florida State University; J.D. (Magna Cum Laude), Florida State University; 13 years of experience in legal research and writing; 10 years of experience in local government law. Sandra has completed over 200 codes and various other legal projects in Alaska, Alabama, Florida, Georgia, Illinois, Kansas, Maine, Michigan, Minnesota, Montana, Oklahoma, Missouri, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, and Wisconsin.

Julie E. Lovelace, Esq., B.A., University of North Carolina - Chapel Hill; J.D., Samford University Cumberland School of Law; 25 years of experience in local government law (11 years as Senior Assistant County Attorney for Leon County, Florida, 14 years in private practice); member of the Florida Bar. Also admitted to practice before the U.S. Court of Appeals for the Eleventh Circuit, U.S. District Court for the Middle District of Florida and U.S. District Court for the Northern District of Florida.

Mary Margaret Bielby, Esq., B.A. (cum laude), Florida State University; Masters Certificate in Project Management, Florida State University; J.D., Samford University Cumberland School of Law. Experience in local government law and civil and criminal law at the federal level.

William "Bill" Sweeney, Esq., B.S., University of Montana; J.D., University of Montana; LLM (Criminal Law), The Army Judge Advocate General School; M.A. (National Security and Strategic Studies), Naval War College. Former Navy Attorney for 21 years, retiring as Captain. Bill also has 7 years of experience in local government law, 3 as Assistant County Attorney. Member of Montana Bar. Also admitted to practice before U.S. District Court of Montana and U.S. Court of Appeals of Armed Forces.

Project Coordinators/Customer Service:

Dale Barstow, Vice President of Sales & pilot of Municode's corporate airplane. Graduate from Embry-Riddle Aeronautical University; Honorary Town Clerk in 5 States; former Municipal Clerks Education Foundation President; Dale has over 40 years of experience in client sales. Dale meets with our customers to ensure face to face communication and coordination.

Steffanie W. Rasmussen, Assistant Vice President of Sales. M.S., Industrial & Organizational Psychology, Kansas State University; B.S., Business Psychology, Florida State University; Certificate in Performance Management, Florida State University. She is communication, efficiency and customer service driven.

James Bonneville, Mid-West Regional Sales Representative, located in Stillwater, Minnesota. He is available to answer questions and meet with you, as needed. James graduated from the University of Minnesota with a B.S., in Political Science. James worked in state government, lobbying and governmental sales for over 19 years. James has been a part of Municode since 2009. He frequents the Indiana area often and attends the Municipal League Conference, Clerks Conference and IIMC Conference. He is also supported by our entire staff in Tallahassee.

Tracy Stevanov, Mid-west Inside Sales Representative. B.S., Public Administration, Florida State University School of Social Science. Tracy has over 15 years of sales experience and has worked with Municode since 2008. She enjoys meeting with clients and assisting them in all facets of their account; from demonstrating new products and solutions to problem solving and preparing budgets. Tracy works hand in hand with James ensuring that clients are taken care of.

Dennis J. Sinnett, Vice President of Supplements. B.S., United States Naval Academy; M.A.S., Embry-Riddle Aeronautical University. A former Naval aviator with over 30 years of leadership experience, he is the Supervisor of the Supplement Department.

Additional Services

Municode offers the following additional services and/or products to our clients. All of the products listed below may be purchased from Municode with this agreement. No additional contracts are necessary. Pricing is available upon request. As an additional service/product under this contract, the following optional services are available:

Distribution. Fulfillment services are available to distribute individual printed copies of codes and supplements to departments or subscribers at no additional fee to you. We can sell your codes, supplements, chapter reprints, binders and tabs at a pre-determined price. We assume all risk and expense for providing these items. Orders can be placed through our online ordering, via fax, mail or telephone. More detailed information about distribution services will be provided after the return of the proofs.

Future Legal Review. At any point during the term of this Agreement, or extensions thereof, we can provide additional legal reviews to identify inconsistencies, obsolete provisions or compare the code to current state law. State law references can be updated in conjunction with this legal review or as a separate engagement.

Utility Billing and Revenue Management Services. MCCadvantage (MCCa), a fully integrated division of Municipal Code Corporation, offers industry leading end-to-end utility bill presentment services for the local government market. MCCa's revenue management services include utility bill print and mailing, e-bill fulfillment, pro-active notifications and electronic payment options. Currently, almost 70 municipal owned utilities trust MCCa to process approximately 9 million bill statements annually. Our utility billing processes create flexible, efficient and customer-centric solutions that allow municipalities to better leverage existing billing resources. Costs for bill presentment services, including custom bill design, data formatting, printing and mailing services are competitively priced based on billing volume.

Enterprise Content Management Software (Laserfiche). With a client base of over 600 government agencies, we are the largest provider of Laserfiche solutions in the country.

Electronic Agenda and Legislative Management (Legistar). MCCi, a subsidiary of Municipal Code Corporation, offers the Granicus Legislative Management Suite (Legistar) and related services which provides electronic automation and creation of Agendas and Minutes. Options for integrating Legistar with Laserfiche and MunicodeNEXT are also available.

Digital Imaging Services. MCCi offers scanning, indexing and integration of hard copy documents, electronic documents, and microfilm/microfiche. MCCi integrates the records with Laserfiche Software to provide the Client with the most powerful search engine available.

Open Records Request Solution (JustFOIA). MCCi offers its JustFOIA solution to help agencies track Open Records Requests. JustFOIA is a hosted solution that is user-friendly, affordable, and integrated with Laserfiche ECM.

Contract Management Software (Contract Assistant). MCCi offers the Contract Assistant Software (developed by Blueridge Software) which is a solution designed to provide control and automation of the contract management process, while also offering Laserfiche integration options.

What Our Clients Say about Partnering With Us

"We were not only impressed with the services and products provided by Municode but the speed in which it all took place. Our Legislative Body and Administration were pleased with the new code books and the pricing we received. Thank you for producing this great product with such professionalism. We look forward to our continued relationship with Municode."

"We certainly couldn't have done it without your team. MCC is a very customer oriented company."

"I find everyone at Municode delightfully friendly and helpful. You are all very professional. It's apparent that you all care a great deal about good customer service. That is wonderfully refreshing as it is so hard to find anymore."

"I am extremely satisfied with Municipal Codes Corporation's performance and customer assistance. Not many companies provide such excellent services."

"You have personally demonstrated excellent service, diligence and concern for the integrity of our code and the integrity of the product your company produces. Please know your efforts are very much appreciated!"

"We appreciate the superior customer service you have provided. I can't tell you how nice it is to have people that will work with you."

"You are true professionals and great to work with!"

"Thank you for the tremendous job that you do for us. You always make me look good as the Clerk and I truly appreciate your services."

"WONDERFUL!!! Thanks for making my life easier, I really appreciate all that you do!"

"Your diligence, care, command over the process and attention to details have been exceptional. Moreover, what also helps set you apart from most of those in your line of work is that, you are readily accessible and exceedingly responsive. I hope that my clients are as pleased with me as I am with you."

"I really enjoy working with you! Your responsiveness and enthusiasm are greatly appreciated!!"

